

TRAINING PROGRAM PLAN

The Training Program seeks to provide a safe, efficient, and high performing work environment for all Ames Laboratory employees by creating and distributing high quality, well-crafted and relevant training sessions. The Training Coordinator is responsible for program development with implementation assistance from subject matter experts, Human Resources, Occupational Medicine, program directors, group leaders, safety coordinators, and safety representatives.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Reviewed by: Training, Documents, and QA Coordinator (Molly Granseth)
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- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
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- Approved by: Chief Research Officer (Dimitri Argyriou)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

In accordance with the Document Control program, this plan will be reviewed at a minimum of every three years. The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The Ames Laboratory Training Program provides employees with the training necessary for the safe and efficient completion of their work responsibilities. While a primary emphasis is placed on the fulfillment of laboratory safety training requirements, the Training Office is a Laboratory-wide department and can serve as a resource for all Ames Laboratory employees seeking to become more competent and effective in their work assignments.

2.0 ROLES AND RESPONSIBILITIES

2.1. All Ames Laboratory Employees

- Complete all mandatory training courses within the required timeframe and as required by regulation, orders, or policies, and/or identified through the Readiness Review process. Required courses can be found in the employee's [Learn@ISU training profile](#) and are subject to change as a person's work responsibilities change.
- Review training requirements on a monthly basis to ensure all courses are completed prior to their due date. Training requirements are best reviewed by logging in to Learn@ISU, selecting "My Menu" and then "My Reports". Under "My Reports" choose "Transcript of all Training". This will allow individuals to sort courses by title and/or expiration date.

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- Communicate with their Group Leader or Division/Institute/Program Director or Department Manager if their training record is not accurate for the job they are completing (i.e. training is missing; training included on record is not applicable to current work).
- Complete retraining in accordance with each course's prescribed retrain period.
- Ensure visitors to their area follow Laboratory policies and procedures.

2.2. Training Coordinator

- Coordinate the completion of the New Employee Planned Activities form.
- Coordinate all institutional course development and delivery, including special session training.
- Maintain all institutional training records.
- Coordinate with administrative staff to provide employees with training regarding Laboratory operations and processes.
- Provide Subject Matter Experts (SMEs) with information and resources on adult learning, course development and course execution relevant to their training topic.
- Assist SMEs during the [Institutional Training Course Review](#) procedure.

2.3. Subject Matter Experts (SMEs)

- Review and incorporate Department of Energy (DOE) requirements and other regulations for associated requirements into Ames Laboratory training courses.
- Develop and modify training lesson plans and course materials in cooperation with the Training Coordinator for courses under their purview.
- Assist Training Office staff in tracking employee compliance.
- Provide target audience for each course with regulatory and informational updates when necessary in between training sessions.
- Utilize information and resources on adult learning, course development and course execution relevant to their training topic. These resources will be made available to SMEs by the Training Office.
- Participate in the [Institutional Training Course Review](#) procedure.

2.4. Division/Institute/Program Directors/Department Managers

- Complete New Employee Planned Activities forms and return promptly to the Training Office unless this task has been delegated to the Group Leader.
- Oversee training completion by employees under their direction, including all mandatory institutional training as well as job-specific training.
- Review Learn@ISU reports and ensure employees complete all assigned training by their scheduled due dates.

2.5. Group Leaders

- Complete New Employee Planned Activities forms and return promptly to the Training Office (if this task has been delegated to them by the Division/Institute/Program Director).
- Inform the Training Office of any additions or deletions to an individual's training record.
- Inform the Training Office if a new user has been added to a Readiness Review activity.
- Review Learn@ISU reports and ensure employees complete all assigned training by their scheduled due dates (if Group Leader has been assigned this task by the Division/Institute/Program Director). All personnel will receive at minimum, quarterly reminders from the Training Office to check their employee's training profiles.
- Provide job-specific training to ensure supervised employees can perform all work activities in a safe and healthy manner.
- Maintain job-specific training documentation.

2.6. Safety Coordinators

- Provide [Emergency Awareness Training](#) (EAT) for individuals in the group(s) for which they are responsible.
- Provide job-specific training as requested by their division/institute/program/department.
- Attend Safety Coordinator/Representative meetings hosted by ESH&A staff.
- Attend Hazard Identification and Safety Coordinator/Representative Development training and other training as directed by the program director and in consultation with ESH&A.
- Review Activity ES&H Hazard Identification Checklists for Readiness Reviews within the program and participate in Readiness Reviews as appropriate.

2.7. Group Safety Representatives

- Assist Safety Coordinator (when necessary) with EAT.
- Attend Safety Coordinator/Representative meetings as coordinated by ESH&A.
- Attend Hazard Identification and Safety Coordinator/Representative Development training and other training as directed by the Group Leader and/or division/institute/program and in consultation with ESH&A.
- Review Activity ES&H Hazard Identification Checklists for all Readiness Reviews within the group and participate in Readiness Reviews as appropriate.

3.0 PREREQUISITE ACTIONS AND REQUIREMENTS

3.1. Training Needs Assessment Procedure

The [Training Needs Assessment Procedure](#) is a standardized Laboratory process led by the Training Office. Through this process, individual employees are identified as users for Readiness Review activities in which they will participate, appropriate Learn@ISU training profiles are created, and medical surveillance assigned.

3.2. Course Development

Institutional courses shall be presented by SMEs utilizing formal training lesson plans. These lesson plans shall be developed in accordance with the procedure for [Institutional Training Course Development](#) using the [Training Course Initiation Form](#). This procedure directs the development of training courses, including the delineation of the requirement(s) for the training, the preparation of the lesson plan, and the incorporation of review statements by a training review group. The training review will be conducted by individuals with the appropriate technical background and will identify course deficiencies before general release to the intended audience.

4.0 PROGRAM/POLICY/PROCEDURE INFORMATION

4.1. Institutional Training Courses

Institutional training courses are formally coordinated and tracked by the Laboratory's Training Office. Some of the institutional courses are required before employees can begin working on certain activities or in certain environments (i.e. laser and radiation courses). It is the responsibility of employees and their supervisors to ensure that training requirements are fulfilled before beginning or continuing such work. An individual is assigned these courses based on the Readiness Review activities selected by the Group Leader when the New Employee Planned Activities form is completed.

In order to ensure skills are maintained or to meet DOE and other regulations, a number of Ames Laboratory institutional training courses have mandatory retrain requirements. These retrain requirements are included in each course description in Learn@ISU as well as tracked by the Training Office in the training review database.

As stated above, institutional courses are determined by an employee's assigned activities; however, each employee's training profile will automatically list several core requirements. All Ames Laboratory employees are required to complete the following training courses:

- General Employee Training (GET)
- Emergency Awareness Training (only required if working in Ames Lab space)
- Business Ethics
- Cyber Security Awareness Training
- Personally Identifiable Information and Moderate Data Training
- Records Management Training

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4.2. Visitor Training

The Ames Laboratory considers “visitors” to be persons who come to the Laboratory for ten working days or fewer. All visitors will receive some form of visitor training based upon their activities. Escorts are responsible for arranging, providing and ensuring all training requirements are fulfilled. More specific information on visitor training requirements can be found in the [Ames Laboratory Visitor Guide](#).

4.3. Job-specific Training

Job-specific training is the responsibility of each employee's Division/Institute/Program Director/Department Manager and/or Group Leader and is designed to address training relevant to the employee's specific work location. This would include a review of the group's policies and procedures along with hands-on training for specialized equipment. Because job-specific training consists of training on individual activities, it is not necessary that instruction be given formal lesson plans; however, the Division/Institute/Program Director/Department Manager and/or Group Leader must maintain accurate operator aids, procedures, or manufacturer equipment manuals. Furthermore, they must maintain a sign-off record that indicates which employees have been trained on the specialized activity. There is a [job/task-specific training documentation template](#) available on the Ames Laboratory website for use or guidance regarding the information that should be documented and maintained. If interested, Division/Institute/Program Director/Department Manager and/or Group Leaders are welcome to speak with the Training Office about housing job-specific training on Learn@ISU to assist with record keeping.

4.4 Training Completion Process for New Employees/Associates

After completing the Human Resources check-in process new employees will receive an email from the Training Office indicating their training profile has been set up and providing information regarding how to access and log in to Learn@ISU. This training profile is created based on the Readiness Review activities selected by their supervisor using the New Employee Planned Activities form. This form is completed by the supervisor prior to the employee's first day of work. Employees are encouraged to come in to the Training Office for assistance in accessing and interpreting the information in their training profile. All new employees have one month from their start date to complete their initial training requirements.

5.0 POST PERFORMANCE ACTIVITY

5.1. Training Records

Training records are maintained both electronically and manually by the Ames Laboratory Training Office. Learn@ISU is utilized to electronically track training records, and to continually review and identify employees who are in need of initial training or retraining. Learn@ISU provides detailed information on all institutional training courses (course description, length, instructor, status, etc.). In addition to the electronic training records, hard copy attendance records/class rosters are maintained in employee training files. When employees leave the Lab, their training records are converted to an electronic format and are indexed and stored in Iowa State University's Content Management system.

5.2. Training Coordination and Performance Reporting

The Ames Laboratory's Training Office performs training coordination and performance reporting. Training coordination consists of analyzing reports, planning training schedules, coordinating classes, modifying databases and providing training notifications for employees. Performance reporting consists of providing training reminders to Group Leaders as well as training reports to any individual who requests one. Division/Institute/Program Directors/Department Managers can access information about their direct reports through the reporting features in Learn@ISU. Additionally, it is the responsibility of the Training Office to ensure that employees are trained on how to access their individual training reports through Learn@ISU. A training review database is maintained to ensure that courses are reviewed; content updated and new DOE regulations are incorporated. The Training Office conducts these reviews in conjunction with the SME assigned to the course.